

| | | | |
|---|------------------------------|---|------------|
| TRANSMITTAL SLIP | | DATE 23 July 1962 | |
| TO: Records Administration Officer, CIA | | | |
| ROOM NO. 604 | BUILDING 1016 16th Street | | |
| REMARKS: | | | |
| | | | |
| FROM: [Redacted] | | | |
| ROOM NO. 356 | BUILDING 1717 H | | [Redacted] |
| FORM NO. 241 1 FEB 55 | | REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957-O-439445 (47) | |

Form 141a dated
1 May 62 -
from Poyer to Ethel
notifying her records
under Jot 58-525
will be returned to
her - no ref activity
in past 4 yrs.

Copy of the Form 141a
and Ethel's original
memo sent to
Rec Ctr
24 July
Fite

~~CONFIDENTIAL~~

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File:

FDD

7/30/62
23 July 1962

MEMORANDUM FOR: Records Administration Officer, CIA

FROM: Area Records Officer, FDD/00

SUBJECT: Notification of Disposition Action, Accession Job No 58-525

REFERENCE: Form 141a to Records Management Officer/FDD from Chief,
Archives and Records Center, dated 1 May 1962,
same subject

1. Material retired under this subject job number is Item 16a, Project Record Card Files, Records Control Schedule No 25.06-54 of 1954. This is scheduled for permanent retention, no disposition authorized.

2. Information contained in this file is not duplicated elsewhere.

3. A continuation of the same card file, listed as Item 17, Records Control Schedule No 25.06-59, is considered temporary and carries definite disposition instructions.

This latter information is duplicated elsewhere and scheduled disposition may be carried out.

4. FDD cannot authorize destruction of Job 58-525, and feels that its retention is more economical at Records Center.

25X1

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Excluded from automatic
downgrading and
declassification

ILLEGIB

NOVEMBER 1961

ILLEGIB

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT: Integration of VM and Record Copy Storage of FDB Reports

1. Under existing arrangements two copies of each Foreign Documents Division publication are deposited in the CIA Records Center, one copy in the VM repository at the time of publication, the second copy when it is retired on schedule from the FDB Record Copy file maintained in the Division.

2. To eliminate duplicative processing and storage of these publications FDB proposes to:

- a. discontinue the current Record Copy file in FDB,
- b. establish a complete and current Record Copy file in Records Center,
- c. simultaneously eliminate the VM holdings of FDB publications by integration with the Record Copy file and disposal of surplus issues.

3. Accordingly it is requested that:

- a. FDB publications subsequent to Summary No. 679 and Translation No. 1611 be transferred from the VM files to the Record Copy file in Records Center, and that earlier copies of the publications be destroyed,
- b. the Record Copy file of FDB publications in Records Center be maintained current and complete, since FDB will no longer keep the Record Copy of its publications.

J. J. BACWALL
Chief, Foreign Documents Division

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Mr. J. J. Bagnall
Chief, Foreign Documents Division

20 April 1961

Chief, Records Management Staff

Appreciation of Assistance from [REDACTED]

[REDACTED]

1. The Records Management Staff appreciates the fine cooperative spirit of your organization which made it possible for us to conduct a series of five Shelf Filing Workshops for Agency personnel. [REDACTED] came to our rescue and made available your Conference Room when we had almost concluded that we could not hold our workshops because of the lack of adequate space.

2. I think you would like to know that our Workshops were judged highly successful by the more than 100 Agency personnel who attended them. Representatives of the GSA who have Government-wide responsibility for records management programs were so pleased with our presentation that they have asked the Agency for permission to adopt it to government-wide use. You can see, therefore, the value of the assistance rendered by your people.

3. I would also like to convey my appreciation to the personnel of [REDACTED] who assisted us in many ways.

[REDACTED]

4/20/61
Mgt/S/RMS [REDACTED] (20 Apr '61)

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